

**AMENDMENT  
U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Recruiting Bulletin**

**THIS AMENDS BULLETIN #26-08-D10-032(I) TO UPDATE THE CONTACT  
AND HOW TO APPLY INFORMATION.**

**ISSUE DATE:** June 4, 2008

**Recruiting Bulletin No:** 26-08-D10-032(I)

**CLOSING DATE:** December 31, 2008

**Regional Census Center**

**POSITION TITLE: REGIONAL TECHNICIAN**  
**GG-0301-7/9/11/12**

**Salary: Grade 7: \$36,822**  
**Grade 9: \$45,040**  
**Grade 11: \$54,494**  
**Grade 12: \$65,315**

**DUTY STATION: STATE OF MISSOURI –Selectee’s Duty Station will be their city of  
Residence OR the Local Census Office in their area.**

**Payment of relocation expenses is not authorized.**

**APPLICATIONS WILL BE REFERRED TO THE SELECTING OFFICIAL AS VACANCIES OCCUR  
UNTIL THE CLOSING DATE OF DECEMBER 31, 2008.**

**Number of Vacancies: FEW**

**EXCEPTED SERVICE APPOINTMENT:** This is a two year Schedule A time-limited appointment with a possible two year extension.

**AREA OF CONSIDERATION:** All current Census employees serving on an appointment of longer than one year (i.e.; time-limited, indefinite, or competitive) appointment.

**DUTIES:** The primary purpose of this position is to provide technical assistance to the assigned regional office for the 2010 Census. Working throughout the State of Missouri, under specific direction from the regional office, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and regional office or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the regional office and/or the LCO. **TRAVEL WILL BE REQUIRED.**

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.
2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation and recruiting or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

**QUALIFICATIONS:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:

If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

**GG-07:** Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles. **OR** Education: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of two or more administrative functions such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-09:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles. **OR** Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-11:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles. **OR** Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-12: Experience:** One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: personnel and payroll; recruitment, testing, and selection; equal employment opportunity; finance; accounting; procurement; supplies; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

**Education:** No substitution of education for experience is permitted.

**Specialized experience** is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

## **HOW TO APPLY:**

**Step 1:** Submit a completed application/resume, listing your work duties and accomplishments relating to this position. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes, from Government computer/email or via Government FAX machines will not be accepted.

**Step 2:** Complete a Declaration for Federal Employment (OF-306)

[http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

**Step 3:** Submit a separate application package for each grade level you wish to be considered for.

**Step4:** Submit your separate sheet or document responding to the Evaluation Criteria listed on page one of this bulletin with your application.

**Step 5:** Submit completed application package by the closing date of the bulletin to:

**Bureau of the Census  
Regional Census Center  
2001 NE 46<sup>th</sup> Street, Kansas City, MO 64116.  
ATTN: ADMIN  
Or via email to: [kansas\\_city\\_2010\\_HR@census.gov](mailto:kansas_city_2010_HR@census.gov)**

**You may contact the Administrative Dept. on 816/994-2032 or 816/994-2030 for further information about this vacancy.**

Individuals with a disability may request reasonable accommodations by calling 816/994-2032.

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
  - Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
  - If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
  - Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
  - Public law requires all new appointees to present proof of identity and employment eligibility.
- ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.